



WHAT IS ETHICS & COMPLIANCE TRAINING?

Compliance training teaches employees about the policies, laws and regulations that apply to their jobs. Ethics training prepares employees to handle misconduct and ethically 'gray' situations.

WHY TRAIN ON ETHICS?

- ✓ Comply with regulations, such as FAR Clause 52.203-13
- ✓ Mitigate risk by teaching employees how to comply with code of conduct and policies
- ✓ Prepare employees to handle possible violations of law, policy

OTHER RESOURCES

DII Small Business Toolkit Sample Compliance Training:

www.dii.org/featured-tools

U.S. Department of State Human Trafficking Awareness Training:

www.state.gov/j/tip/training/

RESIST Employee Training Tool:

http://files.transparency.org/content/download/242/972/file/2001_RESIST_EN.pdf

ELEMENTS OF AN EFFECTIVE ETHICS PROGRAM TRAINING



Compliance Basics for Suppliers and Small Businesses

Defense Industry Initiative
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IDENTIFY TOPICS

List the ethics and compliance risks addressed in your policies, procedures and code of conduct. Identify principles employees should use when faced with an ethical dilemma.



CONSIDER AUDIENCE

For compliance training, decide which employees to train, and how often, on each risk area. Ethics awareness or code of conduct training should be delivered annually to all employees.



DEVELOP CONTENT

Start with free training materials. Tailor these to your policies, procedures and values, and update as laws change.



DELIVER

Use group discussions, videos, sample cases, workbooks or other tools. Leader-led ethics training is highly effective.



DOCUMENT

Record the topic and key points covered in training, names of instructors and learners, session dates and locations.